

## Routing of Interface Orders Based on Preferred Order Method

Agencies will specify on their order import the Preferred Order Method to send the purchase order to eVA vendor. Based on the eVA vendor location registration status (vendor location registered or not) and the Preferred Order Method in eVA, the order is routed according to the table below:

Agency Specified Preferred Order Method	Vendor Location Registered in eVA As	Action
URL	URL	OK, send order to vendor
URL	PRINT	Send to eVA, notify agency to print via email to print and send to vendor
URL	Not registered	Notify agency to print, send to DGS holding tank.
PRINT	URL	Notify agency via email that vendor is URL and send to DGS holding tank.
PRINT	PRINT	OK, send to eVA
PRINT	Not registered	Send to DGS holding tank, do not notify agency, assume agency printed and sent to vendor
EXCEPTION		Send to DGS holding tank, do not notify agency, assume agency printed and sent to vendor.
OVERRIDE		Send to DGS holding tank, do not notify agency, assume agency printed and sent to vendor.